

DD/PS 67-0805

20 Feb 1967

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director for Support

SUBJECT : Establishment of Tickler System on Expiration Dates
of Contracts with Contract Employees

1. This memorandum is for your information.
2. Since 1953, our Contract Personnel Division has maintained a tickler system on the expiration dates of contracts for all categories of contract personnel.
3. Every four months, we send a report to each Agency component administratively responsible for any individual(s) whose contract will expire during the next four-month period. This report lists two categories of contract expirations: the first category includes the names of those individuals whose contracts will expire in the succeeding four months; the second category includes the names of those individuals whose contracts have expired but for whom no action has been initiated by the using component to formalize either termination or renewal of the contract. Contract Personnel Division regularly follows up on an informal basis with those elements which have outstanding cases in the second category.

hols

Samuel D. Echols
Director of Personnel

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OD/Pers/ [] ck (13 Feb 67)
OD/Pers/ [] mtw (28 Feb 67) - Rewritten

DD / S - 7
FILE *Personnel 9.*

Executive Director-Comptroller
Room 7D59, Hqs

The attached memorandum is responsive to questions you raised about a tickler system for employment contracts during our meeting with the Director of Personnel on 16 January.

SIGNED R. L. BAMMERMAN

R. L. Bammerman

02 MAR 1967

Deputy Director for Support 7D18, Hqs

EO-DD/S:VRT/ms (1 Mar 67)

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DD/S 67-0805:Memo dtd 28 Feb 67 for Ex.Dir.-Compt., thru DD/S,
fr D/Pers, subj: Establishment of Tickler System on Expiration
Approved For Release 2003/04/29 : CIA-RDP84-00780R001800100062-6
Dates of Contracts with Contract Employees

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TO:		DATE
Mr. Bannerman via Mr. Warfield		14 February 1967
ROOM NO.	BUILDING	Mr.
REMARKS:		
<p>Attached is a report to Colonel White on the tickler system Personnel has for alerting components about the upcoming expiration of employment contracts.</p> <p>Recommend 3 initials.</p> <p><i>WFV</i> WFV</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Deputy Director for Support T18 Headquarters				
2	Executive Director-Comptroller E12 Headquarters				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>I to 2</p> <p>The attached memorandum is responsive to questions you raised about a tickler system for employment contracts during our meeting with the Director of Personnel on 16 January.</p> <p style="text-align: right;">R. L. Bannerman</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Director of Personnel SE56 				7 Feb 67	
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